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3 August 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Office of Personnel Report --  
Week Ending 4 August 1978

1. (C) New EOD's:

a. Twenty-five professional/technical employees, including nine Telecommunications Specialists, entered on duty on 31 July. There are 822 applicants in process. (Reported previously at 8:30 meeting.)

b. [REDACTED] medical officer, will enter on duty 25 September. [REDACTED] comes to the Agency from the Medical Clinic in Atlanta where he has been serving as a gynecologist for the past 17 years.

2. Handicapped Exhibit: We consider the one-week exhibition during Handicapped Awareness Week to be an unqualified success. Sixty persons took the time to record their impressions and they were overwhelmingly favorable. The exhibitors have picked up their displays and we are now working on thank-you letters.

3. (C) Requirements for Part-Time Employees: The following chart was prepared in Clerical Staffing Branch to point out the very great increase in Agency requirements for part-time employees. Between October 1976 and October 1977,

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these requirements increased by 12; however, by the beginning of June 1978, requirements for part-time clerical help had almost doubled. Our requirements at the beginning of July 1978, just one month later, rose another 10. This increase in part-time requirements is due, to a large extent, to the lifting of the clerical freeze in the DDO. However, other Directorates' part-time requirements are also increasing. The chart also shows the functional mix of the part-time clerical requirements.

AGENCY PART-TIME REQUIREMENTS  
(October 1976 - July 1978)

<u>DATE</u>	<u>TOTAL REQUIREMENTS</u>	<u>STENO</u>	<u>TYPIST</u>	<u>CLERK</u>	<u>OTHER</u>
Oct '76	24	-	2	13	9
Oct '77	36	-	14	5	17
Jun '78	60	-	11	28	21
Jul '78	70	-	20	32	18

4. (U/AIUO) Recruitment:

a. [REDACTED]

25X1A

represented the Agency on 1 August at the U. S. Coast Guard's Summer Aid Career Seminar. Thirty summer aides were in attendance: 60% were female and 40% were male; all were Black and from the inner city. [REDACTED] shared the stage with an air traffic controller from FAA and a nurse and pharmacist from the Coast Guard. Each spoke and responded to questions for 20-30 minutes. [REDACTED] presentation apparently was well-received and he had a number of questions from the audience, including some related to publicity the Agency has received regarding assassinations. A few of the aids who have graduated from high school and do not intend to enter college expressed interest in clerical employment with CIA and hopefully will be contacting [REDACTED] as they were invited to do so. All in all, it appears that our representation at this seminar was productive in terms of public relations and potential recruitment.

b. [REDACTED]

will participate in the job fair associated with the Association of Black Psychologists' 11th Annual National Convention to be held 9-12 August 1978 in St. Louis, Missouri. [REDACTED] will seek to identify candidates for OTS's Assessment Psychologist requirements. OMS/PSS has also expressed interest in reviewing minority applicants for their Psychologist positions and will brief [REDACTED] on these requirements prior to his departure.

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5. (U/AIUO) Agency Reserve Program:

a. The President of the Reserve Officers Association, General J. Milnor Roberts, has accepted an invitation to speak to the Agency's Military Reservists at the opening assembly on 11 September 1978. The meeting will be held in the auditorium and will begin at 1745 hours.

25X1A b. The following Agency Reserve Officers have been selected for promotion to Major in the U. S. Army:

[REDACTED]

25X1A 6. (C) Educational Aid Fund Awards: The EAF Special Awards Ceremony was held on Wednesday, 2 August, in the Director's Conference Room. This year two applicants were selected for the Wisner Award and were presented \$2500 each. The co-winners were [REDACTED]. The \$2000 Baird Award was presented to [REDACTED]. [REDACTED] will receive the \$2000 McConne Award; however, she was unable to attend the ceremony. Letters will be sent to the remaining EAF loan winners and non-winners.

5X1A 7. (U) Employee Benefits Week: We have designated the week of 28 August as Employee Benefits Week. This is the second year that we have set aside a week in August to inform and remind employees of the many benefits they receive from Federal employment and unique Agency programs. A benefits booth will be open during the lunch hour on 29, 30 and 31 August in the first floor corridor near the Headquarters Credit Union. A variety of pamphlets and brochures will be available and Personnel Officers will be present to answer questions on insurance, retirement, incentive awards, injury compensation, PSAS, EAF, EAA and related topics. An Employee Bulletin announcing this program has been approved for publication.

25X1A 8. (U/AIUO) Project AIM: [REDACTED] was selected by Project AIM for assignment to the Insurance Branch and reported for duty this week. An intensive program is planned to develop her as an Insurance Claims Assistant.

9. (U) Suggestion Box Program: There have been no suggestions submitted this week. The total received thus far remains at 56.

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10. (U/AIUO) Retirement Activity:

a. The figures shown below reflect the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear indicate totals; those in parenthesis represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 154 persons to go by 12 January 1979, 23 will go under the "liberal" options.

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Retired	13 ( 3)	20 (3)	33 ( 6)
Signed to Go	33 (14)	88 (3)	121 (17)
Total	46 (17)	108 (6)	154 (23)

b. The following shows the status of the one-time reaffirmation memoranda for participation in CIARDS:

Memos sent	2,488
Returned	2,446
Elected return to CSRS	23

11. (S) Rehired Annuitants: See attached report.

(Signed) F. W. M. Janney

F. W. M. Janney

Att

Dist:

- 0 & 2 - Add
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C
- 1 - C/SAS
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OD/Pers/ [REDACTED] :jmk (3 Aug 78)

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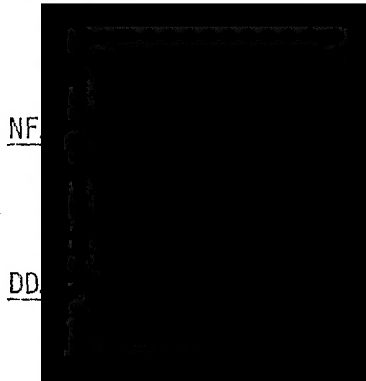
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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (27 July - 2 August 1978) (U/AIUO)

(S) The following rehired civilian annuitant cases were processed  
as new hires:

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- Independent Contractor, EA Division,  
effective 28 June 1978
- Independent Contractor, ORPA,  
effective 29 July 1978
- Independent Contractor, Office of  
Personnel, effective 31 July 1978

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